

**Town Manager's Office
Town of Mansfield**

Memo

To: Town Council
From: Matt Hart, Town Manager
CC: Town Employees
Date: November 28, 2016
Re: Town Manager's Report

Below please find my report concerning various items of interest to the Town Council, the staff, and the community:

Council Business

- *Drought Advisory* – Recent rainfall has partially restored streamflow in nearby rivers; however, streamflows have not fully recovered due to ongoing drought conditions. While UConn has lifted its Stage IV Water Supply Emergency, a Stage III Water Supply Warning remains in effect. The University's water supply remains adequate to meet current and forecasted system demands and any emergency needs such as firefighting. Both the Town of Mansfield and UConn are requesting your support and cooperation to conserve water until further notice. Depending on your water source, some conservation measures may be mandatory. Please see attached [flyer](#) for more detailed information.
- *Update re 17 Olsen Drive* – In July 2016, the Zoning Agent approved a Zoning Permit to move an existing 100 square foot shed and add a new 200 square foot shed at 17 Olsen Drive. In November, staff from the Building & Housing Inspection and Planning & Zoning Departments received a complaint from a neighbor regarding construction activity at this address. In response to the complaint, the Zoning Official, the Assistant Building Official, and the Assistant Town Engineer visited the property. Based on the activity observed, the Zoning Agent determined that the activity exceeded the scope of work described on the shed permit and directed the owner to stop work until staff had reviewed and approved a revised permit. The owner was also advised that he would need a building permit for the retaining walls that had been constructed as they exceeded 3 feet in height, and that he should take steps to stabilize the exposed soil to prevent erosion. Subsequent to the issuance of the stop work notice, staff received additional complaints from neighbors regarding ongoing activity at the subject address. The Zoning Agent conducted another site visit and confirmed that no work related to the retaining walls or shed had taken place. The owner indicated that the only work he had performed was seeding and haying to address erosion concerns. The Zoning Agent did note that the soil being moved on the property was less than 100 cubic yards and as such would not require a zoning permit. The Zoning Agent has also followed up with the property owner concerning the zoning regulations related to the keeping of farm animals on the property. The stop work notice on the shed and retaining wall remain in effect until the proper permits have been issued. The owner has been in touch with staff regarding recommendations from his engineer regarding to changes to the retaining wall.

Departmental Reports

- *Planning & Development*
 - As a reminder, three public information meetings re the Eastern Gateways Project have been scheduled for early December to share what has been learned about existing conditions in the Route 44 and Route 195 corridors and to solicit feedback from the public on how to improve mobility in the region. The project team will hold a public information session on December 8, 2016 in the Council Chamber. The Open House will start at 6:30 PM and a formal presentation will begin at 7:00 PM. If you cannot attend that meeting, the project committee will hold public information sessions in Coventry on December 1st and

in Tolland on December 6th. Those sessions will start 30 minutes later than the one in Mansfield. More information is available at <http://www.cteasterngateways.com/>.

- **Public Works**
 - *Sand Shed Location Change* – The Town of Mansfield Department of Public Works no longer uses sand for snow removal operations. Therefore, the Department is moving the location of its small sand shed that provides Mansfield residents an opportunity to take up to two five-gallon buckets of sand for personal use. The new location will be at the Mansfield Transfer Station, 221 Warrenville Road, which is open from 8:30 AM to 4:00 PM on Tuesday and Saturdays and 12:00 PM to 4:00 PM on Thursdays. This process is self-serve; a shovel will be provided. Please plan accordingly.
- **Town Manager's Office**
 - *CCM Annual Convention* – On Tuesday, November 15, 2016, Mayor Shapiro, Councilor Moran, and I attended the second day of the Connecticut Conference of Municipalities' (CCM) annual convention. Various town staff attended as well. In addition to the keynote, I was able to attend three informative sessions on social media, regionalism, and branding. CCM does a good job with its convention every year, and provides informative content at a reasonable price, especially for members.
 - *Eastern CT Fire School Briefing* – On Saturday, November 19, 2016, Fire Chief Fran Raiola, Deputy Chief Charles Cosgrove, and I attended a meeting convened by the Eastern Connecticut Fire School to learn more about its funding needs. This school serves all of Eastern CT and desperately needs funding to remain open and to improve the facility. Our region needs trained firefighters to keep our communities safe. The State of Massachusetts has established a viable funding source for its regional fire schools and so can Connecticut. Please support our state legislators from around the region as they work to get this accomplished in 2017.
 - *MMS Career Day* – Last Wednesday, November 22, 2016, I participated in career day activities at the Mansfield Middle School, and spoke specifically about the field of local government management. I was impressed by the seventh and eighth-graders in attendance, and appreciated their questions and comments. I would like to thank Ms. Robin Blomstrann and the rest of the MMS team for the invite, as well as the students for their participation.

Upcoming Events

- *Storrs Farmers Market* – Eat local all winter long! Storrs Farmers Market offers locally-grown vegetables, meats, cheeses, and more year-round. Storrs Winter Farmers Market will be open twice a month in the Buchanan Auditorium at the Mansfield Public Library from 3:00 – 5:00 PM on the following dates: December 10 and 17; January 7 and 21; February 4 and 18; March 4 and 18; and April 8 and 22. Learn more at storrsfarmersmarket.org.
- *Winter Welcome* – The Mansfield Downtown Partnership invites residents and friends to celebrate the start of the new season with the Fourth Annual Winter Welcome on Saturday, December 3 from 2:00 to 5:00 PM. Enjoy fun activities, ice sculptures, and local vendors on Betsy Paterson Square; pop-up performances by the UConn Marching Band Tubas, Mansfield Middle School Chamber Singers and E. O. Smith High School Chamber Choir; and sales, specials, and treats at participating downtown businesses. The Ballard Institute & Museum of Puppetry will have a family-friendly, winter-themed puppet show at 11:00 AM and 2:00 PM (ticket information at bimp.uconn.edu). And, look for a special, jolly visitor to arrive at 2:00 PM at Barnes & Noble UConn at Storrs Center! Santa Claus will visit with friends from 2:00 to 4:00 PM at the bookstore. The celebration culminates with a Community Sing-Along on Paterson Square led by the E. O. Smith Chamber Choir at 4:30 PM. Winter Welcome takes place rain or shine and is free and open to the public. For more information, including a list of participating businesses, please visit mansfieldct.gov/winterwelcome.

Upcoming Meetings*

- Mansfield Downtown Partnership Board Meeting, December 1, 2016, 3:30 PM, Council Chamber, Audrey P. Beck Municipal Building
- Regulatory Review Committee, December 2, 2016, 8:30 AM, Council Chamber, Audrey P. Beck Municipal Building
- Inland Wetland Agency/Planning and Zoning Commission, December 5, 2016, 6:30 PM, Council Chamber, Audrey P. Beck Municipal Building
- Four Corners Water and Sewer Advisory Committee, December 6, 2016, 6:30 PM, Council Chamber, Audrey P. Beck Municipal Building
- Agriculture Committee, December 6, 2016, 7:00 PM, Conference Room B, Audrey P. Beck Municipal Building
- Mansfield Advocates for Children, December 7, 2016, 5:30 PM, Council Chamber, Audrey P. Beck Municipal Building
- Parks Advisory Committee, December 7, 2016, 7:00 PM, Conference Room B, Audrey P. Beck Municipal Building
- Regulatory Review Committee, December 8, 2016, 8:30 AM, Council Chamber, Audrey P. Beck Municipal Building
- Police Services Committee, December 8, 2016, 5:00 PM, Conference Room B, Audrey P. Beck Municipal Building
- Housing Code Board of Appeals, December 12, 2016, 5:00 PM, Conference Room C, Audrey P. Beck Municipal Building
- Finance Committee, December 12, 2016, 5:30 PM, Conference Room B, Audrey P. Beck Municipal Building
- Town Council Meeting, December 12, 2016, 7:00 PM, Council Chamber, Audrey P. Beck Municipal Building

**Meeting dates/times are subject to change. Please view the [Town Calendar](#) or contact the Town Clerk's Office at 860-429-3302 for a complete and up-to-date listing of committee meetings.*